POSITION: Intake Worker   DEADLINE TO APPLY: March 1, 2006

CLASSIFICATION: Intake Worker
DEPARTMENT: Private Complaint Mediation Service
LOCATION: 230 E. Ninth Street, Suite 1150
                Cincinnati, OH 45202
WORK HOURS: 70 Biweekly (Weekdays, 1 evening per week, and 1 half-day Saturday per month)
FLSA STATUS: Hourly/Non-Exempt
SALARY: $13.03 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Minimum associate's degree in related field from accredited college or university, bachelor's degree preferred and/or two years of related experience. Knowledge of mediation principles and practices. Ability to interview citizens and make decisions regarding case dispositions. Ability to communicate effectively with highly-emotional or upset parties. Knowledge of data entry in database. Typing ability. Ability to operate standard office equipment such as copier, fax machine, desktop computer, and scanner. Must be a resident of Ohio.

Listed below are the PREFERRED QUALIFICATIONS of the department:

Must be able to work a flexible schedule.

Listed below is a brief summary of the JOB DUTIES:

Interviews citizens to determine appropriate action within the Municipal Court system. Schedules cases for mediation. Provides citizens with referrals to other social or legal service agencies. Answers department main phone line to provide information to citizens or to refer calls to other staff members. Completes related clerical work.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume and cover letter to the following address:

        Private Complaint Mediation Service
        230 E. Ninth Street, Suite 1150
        Cincinnati, OH 45202

        No Phone Calls Please

FAX your resume and cover letter to: 513-946-3388